
Notification of Appointment of Cabinet Members and Advisers to Cabinet Members

- 1 The Leader has confirmed the appointment of cabinet members and their portfolios, together with the appointment of advisers to cabinet members, as set out below, for the ensuing year.

Portfolio	Cabinet Member	Adviser to Cabinet Member
Leader	Paul Marshall	Jacky Pendleton (Armed Forces Champion)
Adults Services	Amanda Jupp	-
Children and Young People, Learning and Skills (Lead Member for Children)	Jacquie Russell	-
Community Support, Fire and Rescue	Duncan Crow	-
Environment and Climate Change (Deputy Leader)	Deborah Urquhart	-
Finance and Property	Jeremy Hunt	-
Highways and Transport	Joy Dennis	-
Public Health and Wellbeing	Bob Lanzer	-
Support Services and Economic Development	Steve Waight	-

Notification of Cabinet Portfolios – May 2023

Collective Responsibilities

The collective responsibilities of the Cabinet are as follows:

- Co-ordinating priorities and policies across the County Council
- Assurance and performance management of the delivery of the Council Plan and budget (revenue and capital), including assurance that corporate risks are effectively managed
- Development and review of the Council Plan and the budget, policies and programmes to achieve it
- Ensuring value for money and co-ordinated external bidding
- Climate Change Strategy
- The West Sussex Economy Plan
- Co-ordinating communications and lobbying
- Customer service and providing a focus for community leadership
- Ensuring co-ordinated and effective partnership working
- Representing and promoting the reputation of the County Council

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- Ensuring sound democratic systems, effective scrutiny and local member engagement
 - Fire and Rescue Authority functions except where delegated to the relevant Cabinet Member or Chief Fire Officer.

The Cabinet shall meet to debate matters of corporate importance, significant cross-portfolio matters and other matters of significance for the County Council's responsibilities for the people of West Sussex as it may determine and shall take decisions on areas of collective responsibility or in relation to decisions within individual portfolios as indicated in the Forward Plan of key decisions.

All decisions about finance, property and support services are taken in consultation with the relevant cabinet member or as part of collective decision making.

A number of the specific responsibilities for particular cabinet members, as set out below, will be discharged in consultation with the Leader or another cabinet member as specified.

Leader of the Council

The following functions are allocated to the Leader of the Council:

- to chair meetings of the Cabinet and oversee the preparation of business for its consideration
- to indicate to the Chief Executive and executive directors the priorities and programmes of the Cabinet and majority party, and their likely reaction to new policies or projects.
- to be the principal political spokesman for the County Council at internal and external meetings
- to decide matters on behalf of another cabinet member if he or she is unwell, out of the county, has an interest in a matter under consideration, or is otherwise unable to act, or in the Leader's absence, to nominate the Deputy Leader or another cabinet member to do so
- to have responsibility for the following portfolio areas:
 - Strategic Political Direction
 - Policy and Strategy
 - Communications and lobbying activity
 - Partnerships including locally, SE7 and CCN
 - Economy (supported by cabinet members on some specifics)

Deputy Leader of the Council

To undertake the functions of the Leader of the Council in the absence of the Leader where the business cannot await the return of the Leader due to urgency or to the compelling interests of the Council or when specifically requested by the Leader to do so, within the scope and limitation set out below.

Acts as the Leader in key partnership roles in relation to the Economy Portfolio

Scope:

- To chair meetings of the Cabinet
- To act for the Leader at meetings of the Council or any of its committees, sub-committees or other member meetings which the Leader is expected or required to attend
- To act for the Leader at any external meetings or meetings with partners or other scheduled events to which the Leader is requested or invited to attend
- To make, when urgently required, appointments to the Council's Executive or decisions related to such appointments and the allocation of cabinet portfolios
- To take executive decisions relating to the Leader's portfolio or on matters reserved to the Leader or which would otherwise fall to the Leader

Limitation:

- Not to take any decision on the Council's business, or to attend any meeting on behalf of the Leader, and not to receive information on any matter, which has been identified by the Leader as the responsibility of another member or members of the Executive

Adults Services

- Adults' Social Care services
- Safeguarding
- Health integration
- NHS Partnerships (working with Cabinet colleagues)
- Voluntary and Community Sector
- Domestic Abuse

Children and Young People (and statutory Lead Member for Children)

- Children's Social Care and Safeguarding
- Youth Services
- Youth Justice
- Early Help Services
- Children's Health – Public Health
- Education, Schools and Adult Skills (discharged through the Cabinet Member for Learning and Skills)

Learning and Skills (for the Lead Member for Children pending future review)

- Adult Skills and Learning, Further and Higher Education, apprentices
- Post 16 Skills partnership
- Schools including schools place planning, Schools Forum and schools Capital Programme
- Special Educational Needs

Community Support, Fire and Rescue**Support to Communities:**

- Libraries and Archives
- Registration Services
- Coroner and Mortuary
- Community Safety and Police Liaison

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- Trading Standards
 - Refugees, Gypsy, Roma and Travellers
 - Community Engagement and Support
 - Linked with Parish and Town Councils
 - Voluntary Sectors

Fire and Rescue:

- Fire & Rescue Service
- Emergencies and Resilience

Environment and Climate Change (Deputy Leader)

- Climate Change/Carbon Net Zero
- Waste and Recycling Strategy
- Energy
- South Downs National Park and AONBs
- Coast and Countryside and Rural Economy
- Minerals and Strategic Planning
- Flood prevention
- Rights of Way

Finance and Property

- Finance including Revenue and Capital Programme
- Pensions
- Treasury and Investment Management
- Property, Assets and Facilities Services
- Procurement

All decisions involving finance and property to be taken in consultation with this Cabinet Member

Highways and Transport

- Highways
- Transport Planning
- Strategic Transport (including engagement with Transport for the South East)
- Transport and Infrastructure including support for Public Realm and Town Centre Regeneration
- Railway and Public Transport Liaison
- All aspects of Cycling

Public Health and Wellbeing

- Public Health (in consultation with the Cabinet Members for Adult Services and Children and Young People for relevant business)
- Wellbeing in the community
- Health partnerships

Support Services and Economic Development

- Business Planning and effective business infrastructure and corporate resources
- Human Resources
- Legal Services

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- Democratic and Member Services
 - IT and Information
 - Digital/Broadband
 - Communications Services
 - Economy and representations (working with Leader)

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Background Papers

None